



**HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
SOUTHEAST REGION
OFFICE OF THE REGION COMMANDER**

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December 18, 2005

MEMORANDUM TO ALL SER HEADQUARTER PERSONNEL and all SER WING CC

SUBJECT: SAFETY PYRAMID

1. IAW CAPR 62-2 (PARA 4a & 4b), NOTIFICATION of personnel in Table 1 will be done anytime a mishap occurs during a CAP Activity involving substantial damage, serious injury or death. Use of Attachment 4 in CAPR 62-2, will assist in determining the type of mishap that has occurred. Voice contact should be made. It is not necessary to call the entire list.

TABLE 1: SOUTHEAST REGION REPORTING PYRAMID			
Contact	Assignment	CAP POC	Fax
Matt Sharkey	SER CC	407.709.5589	407.677.1708
Ernie Manzano	SER Safety	786-543-6296	305.388.8305
Bill Brockman	SER CS	941-737-8597	

2. Any mishap involving CAP personnel or assets must be annotated on a CAPF 78 within 48 hours of the event.

3. Contact to NTL HQ will be made by the Wing contact, unless the incident occurs on a SER activity or involves SER personnel. The telephone number for the National Operations Center is 1.888.211.1812.

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Matthew R Sharkey, Colonel, CAP
Commander